



## Process an Internal Exchange – Automated Transfer Document (IETAT)

The Internal Exchange Transaction (IETAT) document is a two-part document that can be used for Inter- or Intra-Agency payments. This process serves as a replacement for agencies that have accepted payment via the Automated Transfer process in the past. Agencies currently making this feature available for payment include:

- Department of Public Safety – Fingerprinting Services
- Department of Corrections – Arizona Correctional Industries (Goods and Services)
- Department of Revenue – Use Tax Charges (for Use Tax not recorded through PAZ)\*\*

\*\*For Use Tax liabilities originally recorded through ProcureAZ that reside in AFIS Balance Sheet Account 1616, a separate document (IETUT) must be utilized to make payment to Department of Revenue and reduce this liability account. A separate Quick Reference Guide will be published to explain this process.

This document allows agencies who need to pay for the goods/services listed above to initiate a payment without the need for the agency receiving the funds to participate in the creation/validation/submission of the document. The paying agency will initiate an IETAT, but for the purposes of completing the document, will enter their agency's information in the 2<sup>nd</sup> Party Accounting section. The paying agency will also complete the Exchange Details section of the document by entering the correct Accounting Template for the party they are paying and amount of the payment. The COA elements for the agency receiving cash will be provided via the Accounting Template selected. The Accounting Templates currently available for this process are:

- **ACISALES** – For payments to Arizona Correctional Industries
- **USETAX** – For the payment of Use Tax to Arizona Dept. of Revenue
- **FINGERPRNT** – For payment of Fingerprinting Services charges to the Department of Public Safety

All IETAT documents will be reviewed by GAO for appropriateness and accuracy prior to approval.

## Payment to Other Agencies for Goods Purchased through ProcureAZ

Agencies that wish to create purchase orders in ProcureAZ for goods purchased from Arizona Correctional Industries (Department of Corrections) and Arizona Industries for the Blind (Department of Economic Security) should use the "P-Card Enabled" check box on the purchase order to suppress sending an encumbrance document to AFIS. Invoice payments for these goods cannot be made using the ProcureAZ 3-Way Match capability and must be

# Internal Exchange – Automated Transfer Document (IETAT)

---

made via transfer in AFIS using the inter-agency transfer process (either ITI/ITA or IETAT document). If necessary, an encumbrance (IPO document) must be created directly in AFIS and referenced on the transfer.

## IETAT Procedure

- A. Log into AFIS
- B. **Navigate** to the Document Catalog
- C. **Create** IETAT document
  1. In the **Code** field, enter **IETAT**
  2. Click **Create**
  3. In the **Dept.** field, enter ***your department code***
  4. Click **Auto Number** checkbox to generate a unique ID
  5. Click **Create**. A new document is generated
- D. Complete the **Header** component
  1. At a minimum, enter the following information:
    - Record Date
    - Initiator
      - **Must be set to Provider/Seller**
- E. Complete the **Exchange Details** component
  1. Click the Insert New Line
  2. Enter the following information on the **General Information** tab:
    - Event Type
      - ▶ INZ3 is the only available Event Type for this document
    - Line Amount
    - Accounting Template
      - ▶ Available Templates (As of 6/17/2015):  
**ACISALES**  
**USETAX**  
**FINGERPRNT**
- F. Complete the **2<sup>nd</sup> Party Accounting** component
  1. At a minimum, enter the following information on the **General Information** tab:
    - Line Amount

## Internal Exchange – Automated Transfer Document (IETAT)

---

2. At a minimum, enter the following information on the **Fund Account** tab:

- Department
- Fund (if not inferred from function)
- Unit (if not inferred from function)
- Appr Unit (if not inferred from function)
- Object

3. At a minimum, enter the following information on the **Detail Accounting** tab:

- Function (if used)
- Task (if not inferred from function)

G. **Validate** IETAT document

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

H. **Submit** IETAT document

**Note:** *The document will be handled through workflow and will be pending the Department Approver. The document will then be routed to GAO for review and approval.*